# School Drill Documentation Form

<table>
<thead>
<tr>
<th>Type of Drill</th>
<th>Number/Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Five drills – Three must be completed by December 1</td>
</tr>
<tr>
<td>Tornado</td>
<td>Two drills – One must be completed in March</td>
</tr>
<tr>
<td>Safety/Security</td>
<td>Three drills – One must be completed prior to December 1 and one after January 1</td>
</tr>
<tr>
<td></td>
<td>- One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material.</td>
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<tr>
<td></td>
<td>- One drill shall include security measures of a potentially dangerous individual on or near the school premises.</td>
</tr>
<tr>
<td></td>
<td>- Seek input from the administration of the school and local public safety on the nature of the drill.</td>
</tr>
</tbody>
</table>

Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

## School

Learning Options High School

## Principal

Kristin Sliwinski

## Date of Drill

11.11.2022

## Number of Students

77

## Number of Staff

11

## Time Initiated

11:50 a.m. (a.m./p.m.)

## Time Concluded

11:56 a.m. (a.m./p.m.)

### Situation at Start of the Drill (Check the appropriate box)

- [ ] Before school
- [ ] During class time
- [ ] Passing time
- [ ] Recess
- [ ] Lunch time
- [ ] Assembly
- [ ] After school
- [ ] Other: 

### Remarks

________________________________________________________

This report is for:

Fire drill number 1 2 3 4 5 for the 2022/2023 school year

Tornado drill number 1 2 0 for the 2022/2023 school year

Safety/Security drill number 1 2 0 3 0 for the 2022/2023 school year

## Name of Person Conducting Drill

Kristin Sliwinski

## Title of Person Conducting Drill

Supervisor

## Signature or Person Conducting Drill

Kristin Sliwinski Date: 11.11.2022

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official’s name, and title.

Agency: __________________________ Name: __________________________ Title: __________________________

Agency: __________________________ Name: __________________________ Title: __________________________

Agency: __________________________ Name: __________________________ Title: __________________________

**Must post on the school’s website within 30 days after completing the drill.**

**The form must be maintained on the school website for at least three years.**